



## Human Resources

DATE POSTED: **June 9, 2006**

**REQ. # 06-156**

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **06-9-2006** TO **06-15-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
<b>AGRICULTURE</b>

POSITION AVAILABLE
<b>PROGRAM SPECIALIST</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$14.36 an hour</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 698**  
**PAY GRADE: 16**  
**SALARY: \$14.36 - \$22.07**  
**EXTENSION PROGRAM SPECIALIST**

**MAJOR FUNCTION:** Conduct educational programs in home economics, youth or agriculture under the direction of the Extension Agent with whom they work.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Knowledge of business English, report writing and record keeping.

**Abilities:** Ability to train and/or utilize the Extension teaching methods, lessons, and materials in the training of volunteers, 4-H'ers, youth and members of the public. The ability to locate, recruit, train and enroll individuals and groups in Extension programs. The ability to keep appropriate records and reports and be able to evaluate program progress. Must also be able to manage resources in order to maintain workload expectations and stay within travel allocations. Must be able to discuss Extension programs and prepare reports. Must be able to relate to both children and adults.

**ESSENTIAL JOB FUNCTION:** Must be able to locate, recruit, enroll, and assist volunteers in Extension programs. Must be able to work with adults and youth in groups and in one-on-one situations. Be able to provide knowledge of subject matter and teaching methods and utilize a variety of effective teaching techniques. Must also evaluate programs and direct teaching to meet specific needs. Will prepare teaching materials including slides, visual aids, printed materials and demonstration materials. Prepare monthly and/or quarterly reports. Implement and maintain demonstration landscape sites. Conduct surveys for evaluation and maintain data for records. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Must be able to drive and be mobile in building and field situations. Must be able to lift occasionally up to 60 pounds.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Must be mobile since the work varies from office to outside locations including work in the field.

**WORK HAZARDS:** None

**SAFETY EQUIPMENT USED OR NEEDED:** None

**EDUCATION:** Two years of college level courses in horticulture, education, or communication and a minimum of one year experience working with volunteers. Some clerical skills preferred.

**EXPERIENCE:** Some public service exposure with volunteer groups. Computer experience required.

**LICENSE, CERTIFICATION, OR REGISTRATION:** Valid Florida Driver's License is required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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